

**CITY OF SALEM
POLICE ASSISTANT
NATURE OF WORK**

0403

This is student experience work in clerical, technical and general assistance work, usually of a project nature, involving research, analysis, communications, liaison, and coordination work assisting other police staff.

Work involves responsibility for performing research and analysis, coordinating efforts and/or liaison among City departments or other agencies, developing specific products or recommendations within assignment area. Work requires the exercise of judgment within a specific established by the assigned police department supervisor. Assignments are received in the form of specific outlines or desired results. The incumbent is expected to work with the supervisor to develop methods to achieve these results. Supervision is received from an administrator, but the incumbent is expected to be able to work with general supervision after experience is gained. Supervision of other staff is not normally a requirement of this classification.

Employment in this classification is limited to a maximum of 1200 hours. This classification is specifically intended for student use in conjunction with school/work experience programs.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Participates in and conducts research and studies; prepares reports containing proposed solutions or courses of action.

Makes oral presentations.

Coordinates activities with affected City departments, employees, and/or public and private agencies.

Assists in development of policy and procedures manuals or other departmental manuals, or computer systems.

Performs a variety of general assignments such as the delivery of equipment or materials, dispensing flyers or brochures, assisting in preparing facilities for police activities, directing traffic, etc. Clerical and office related assignments may also be performed including the operation of personal computers and other modern office equipment.

Performs related work as required.

WORK QUALIFICATIONS

Current standing as an undergraduate student at a college or university with major course work in public administration, business administration, or field related to area of project assignment; and any combination of training and experience which provides the following knowledge, skills, and abilities:

Some knowledge of the principles, practices, and techniques of business and public administration.

Some knowledge of area of assignments and some understanding of issues involved.

Ability to assemble, organize, and present statistical, financial, and factual information derived from a variety of original and secondary sources.

Some ability to work independently and to schedule time effectively after initial direction.

Ability to prepare written reports.

Ability to make effective oral presentations.

Some ability to coordinate meetings and individuals and groups involved.

Ability to establish and maintain effective working relationships with employees, officials, and the public.

Possession of a valid Oregon State Driver's License or Class C License and the ability to meet City driving standards may be required of some positions.

Personnel Director

5/95 Revised (*Maximum Hours Worked*) 2006

jobspec.403